

Rule 5005-2. Filing Papers - Number of Copies; Courtesy Copy. Where required pursuant to the “Clerk’s Filing Instructions”, a moving party shall furnish a “courtesy” copy with the original court paper. The “courtesy” copy shall be marked as such by the filer at the bottom center of the first page of the paper to distinguish it from the original or other copies of the paper. The original and the “courtesy” copy shall be filed together in one envelope and filed with the clerk’s office. No copies should be sent to the judges’ chambers.

✎ 2002 Amendment: Amended to clarify that “courtesy” copies should be filed with the original, not separated and sent separately to the clerk’s office and the judges’ chambers.